



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Central	Heavy Equipment Mechanic	549-739-6834-002
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Central Valley District	Heavy Equipment Mechanic	R12
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
San Joaquin Sector	Millerton SRA	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Park Maintenance Chief I
<b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>		
<input checked="" type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
<b>POSITION DESCRIPTION</b>		
<p>Under the direction of the Park Maintenance Chief I, the Heavy Equipment Mechanic (HEM) performs repair and maintenance functions on vehicles, light and heavy equipment of the Central Valley District. May lead personnel assigned to the automotive repair shop. May directly contact district personnel and the fleet administration inspector in discharging duties. Keeps supervisor aware of operating budget, purchases and repairs, especially those requiring inspector approval. This position works primarily at the Millerton Lake SRA Auto Shop and will be expected to report to other locations in the Central Valley district for recovery and maintenance, and repair of vehicles and equipment. The incumbent's work schedule will be Monday to Friday from 7:00 AM to 3:30 PM</p>		
<b>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.</b>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>35%</b>	<b>EQUIPMENT REPAIR</b> Maintains and repairs vehicles and equipment (gasoline and diesel) assigned to the District, i.e., scooters, sedans, pickup trucks, 1 Ton trucks, 2 Ton trucks, loaders, welders, generators, pumps, power mowers, outboard motors, inboard motors and outdrives, track dozers, garbage packers, transport trucks, trailers, chain saws and power tools (grinders, buffers, drills, ratchets, etc.) Use engine analyzer; carburetor repairs; electrical repairs; door window and fixture repairs. Dismantle, repair, reassemble and install engines. All brake work; axle and gearing replacement; transmission and differential repairs; radiator removal, repair and replacement; hydraulic ram and hose repairs; steering gear repairs; motor mount and spring replacement; electronic system repairs	
<b>30%</b>	<b>EQUIPMENT MAINTENANCE</b> Performs preventative maintenance routine services (6,000 miles; 24,000 miles and all manufacturers recommended services) Repair flats and change tires. Oversees emissions control program on all vehicles and equipment.	
<b>20%</b>	<b>ADMINISTRATION</b> Prepares and reads appropriate correspondence, reports and documents. Purchases materials and tools required to properly maintain District vehicles/equipment. Assists in equipment budget preparation. Completes Cal Card monthly logs and statements. Solicits bid documents for repairs to fleet vehicles and equipment.	

<b>10%</b>	<b>FACILITY HOUSEKEEPING AND MAINTENANCE</b> Performs regular cleanup of work area, empties refuse containers and disposes of old tires, batteries, worn-out parts, etc. Responsible for oiling and adjusting heaters and coolers involves regular maintenance to ensure proper temperature management. Performs minor maintenance on shop building. Build specialized shelving for supplies and tools. Provide minor support for maintenance operations which may include welding, fabrication, minor plumbing, and carpentry repairs.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
Work outdoors in various types of weather; work in unpleasant conditions. Work in hazardous situations (e.g., around raw sewage, chemicals). Works at elevated heights or near fast moving machinery or traffic. Requires movement of heavy objects. Ability to walk across uneven terrain in both uphill and downhill conditions to perform the duties associated with the job. Stand for long periods of time (up to 2 hours) to perform the duties associated with the job.		
<b>TELEWORK DESIGNATION</b> <b>This position is designated as: (Check one)</b>		
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible		
<b>SPECIAL REQUIREMENTS:</b>		
Possession of a valid class A driver's license is required. Ability to maintain cooperative relationships and communicate with the public and coworkers, work independently with little or no supervision and willingness to work at various locations. Willingness to work weekends and holidays, odd or irregular hours. Must have the physical strength and agility to perform the above-described duties. Required to purchase and wear a uniform in compliance with uniform standards as stated in the Department's Operation Manual.		
<b>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</b>		
<b>SUPERVISOR STATEMENT:</b> I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b> I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>